



1 Buttonhole Drive Suite 2 Providence, RI 02909

Employment Opportunity

Job Title: P.J. Boatwright Jr. Internship (provided through a grant from the USGA)

Reports to: Director of Communications

Status: May through August

Start Date: May

Location: RIGA office in Providence, R.I. and throughout the state

Application Due Date: Open until filled

Job Description: The USGA's P.J. Boatwright Jr. internship with the RIGA has been designed to provide an intern with a high-level introduction to the field of golf administration, with a focus on all aspects of conducting amateur golf championships. Additional exposure will be provided in member services, tournament management and other general office administration. The internship will provide a wide-range of hands-on experience for an individual seeking to pursue a career in golf administration.

Essential Duties & Responsibilities:

- Provide communications support for RIGA championships and Weekly Invitationals
- Serve as a staff photographer/videographer at championships and events
- Assist with research, writing, fact-checking and editing of content
- Assistance with on-site and off-site concepting, creating and publishing of content to website and social media sites
- Provide tournament coverage, writing previews, daily and post-tournament recaps
- Interview players during tournaments and events
- All other duties as assigned

Qualifications:

- Self-motivated, detail oriented, personable and a team player is a must
- Strong communications skills, outstanding writing skills, exemplary verbal and interpersonal skills
- Ability to work independently
- Ability to live in the RI area, is highly suggested
- Golf knowledge not required but preferred

Other Qualifications: Must have reliable transportation, valid license and proof of insurance.

Physical Requirements: There will be extended periods of sitting and standing, indoors and outdoors. Ability to lift 50 lbs.

Compensation & Hours:

- \$16 per hour. Eligible for overtime after 40 hours per week and any job-related expenses (meals, mileage, lodging etc.)
- Staff clothing for tournament work
- Hours depend on tournament schedule and duties. Typically two to three office days per

week

Application Deadline: Feb. 23, 2024

Apply: All applicants should e-mail a resume and cover letter to Joe McDonald, Director of Communications/Senior Writer at jmcdonald@rigalinks.org. No phone calls.

RIGA is proud to be an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.